Reconcile the credit card statement

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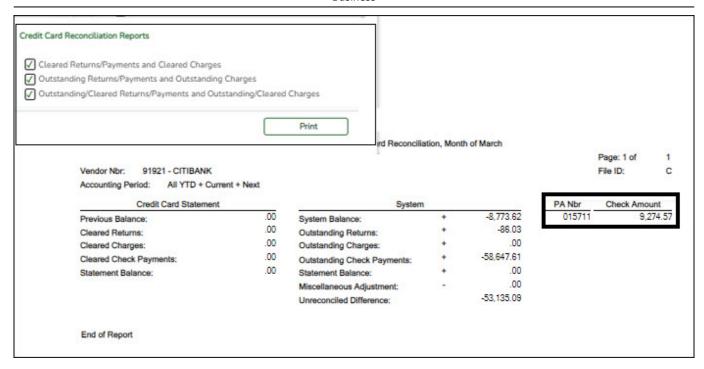
Finance > Maintenance > Credit Card > Reconciliation

After all credit card transactions are entered, reconcile the credit card statement to the credit card transactions.

❑ Use the following fields to begin the reconciliation process:

- In the **Vendor** field, select the credit card vendor (company).
- In the **Credit Card Code** field, select the applicable credit card code to retrieve all transactions that have been entered for that credit card.
- In the **Statement Balance** field, enter the credit card statement balance.
- Proceed to reconcile the credit card transactions. As charges or returns are selected, the balances and the check amount below are updated.

❑ Click **Save as Pending** to save and then when finished, click **Reconcile**. During the reconciliation process in the next month, the payment transaction(s) to the credit card company will be displayed on the Finance > Maintenance > Credit Card > Reconciliation tab.

After you click **Reconcile**, a PA is created for the credit card vendor.

Credit Card Reconciliation Reports

☑ Cleared Returns/Payments and Cleared Charges
☑ Outstanding Returns/Payments and Outstanding Charges
☑ Outstanding/Cleared Returns/Payments and Outstanding/Cleared Charges

Print

rd Reconciliation, Month of March

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Vendor Nbr: 91921 - CITIBANK
Accounting Period: All YTD + Current + Next

Credit Card Statement		System			PA Nbr	Check Amount
Previous Balance:	.00	System Balance:	+	-8,773.62	015711	9,274.57
Cleared Returns:	.00	Outstanding Returns:	+	-86.03		
Cleared Charges:	.00	Outstanding Charges:	+	.00		
Cleared Check Payments:	.00	Outstanding Check Payments:	+	-58,647.61		
Statement Balance:	.00	Statement Balance:	+	.00		
		Miscellaneous Adjustment:	-	.00		
		Unreconciled Difference:		-53,135.09		

End of Report

Expenditure:

199-00-2110-01-000-200000	Debit	
199-00-2110-00-000-200000		Credit